

INITIAL CUSTODY CLASSIFICATION

I. IDENTIFICATION

Youth's Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
LAST FIRST M.I.

Client ID #: \_\_\_\_\_ Date of Direct Admission: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staffing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Secure Release Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Primary Case Manager: \_\_\_\_\_ Secondary Case Manager: \_\_\_\_\_ Facility: \_\_\_\_\_

II. CUSTODY EVALUATION

SCORE

1. Severity of Current Adjudicated Offense
- Highest..... 7
- High .....5
- Moderate .....3
- Low .....1
- Status Offenses/Probation, Parole Revocations/Non secure program failure. .... 0
2. Severity of Prior Adjudicated Offense
- Highest.....7
- High .....5
- Moderate .....3
- Low .....1
- Status Offenses ..... 0
3. Prior Assaultive Behavior
- Adjudication for prior assaultive crime (homicide, assault, battery, armed robbery, rape, etc.)..... 4
- History of fighting .....2
- No history of violence or assaultive behavior .....0
4. Escapes and Runaways
- Any escape from secure facility ..... 5
- Two or more escapes/runaways from non secure program .....3
- One escape/runaway from non secure programs..... 2
- Runaway from home.....1
- No history of runaways or escapes.....0

MAXIMUM CUSTODY SCORE (Add items 1-4) If score is 12 or higher assign to Max Custody \_\_\_\_\_

5. Number of Prior Adjudicated Offenses
- Four or more felony adjudications .....5
- Three Felonies or four or more misdemeanors .....4
- Two Felonies or three misdemeanors .....3
- One Felony or two misdemeanors/FINS adjudication .....2
- One prior misdemeanor or one prior FINS .....1
- No prior adjudications.....0
6. Prior Custody Level at CCY Facilities (at most recent exit)
- Maximum Custody at release ..... 4
- Medium Custody at release.....2
- Minimum Custody at release.....0
- No Prior CCY Commitments ..... -2
7. Current Age
- Age 16 or higher .....3
- Age 14-15 .....2
- Age 13 ..... 1
- Age 12 or younger.....0
8. Mental Health Status
- Current SMI designation.....3
- Past SMI designation .....2
- No mental health problems noted ..... 0

TOTAL CUSTODY CLASSIFICATION SCORE (Add items 1-8) \_\_\_\_\_

**III. CUSTODY SCALE AND RECOMMENDATIONS**

Assign Custody Level Indicated by Scale Below

Total Custody Score  
(from first page)

MAXIMUM CUSTODY SCORE (items 1-4)		Custody Level	
12 or more points .....	Maximum	MAX	
TOTAL CUSTODY SCORE (items 1-8)		Custody Level	
16 or more points.....	Maximum	MAX	
9 to 15 points.....	Medium	MED	
8 or fewer points.....	Minimum	MIN	

Custody Level

Check (✓) All Factors that Apply to this Youth for Purpose of Over-Riding Scored Custody Level

Discretionary Over-Ride – Higher Custody

- ☐ Prior Poor Secure Care Facility Conduct  
☐ Escape Threat  
☐ Serious Violence Threat  
☐ Known Gang Affiliation/Disruptive Group  
☐ Offense is more serious than scored

Discretionary Over-Ride – Lower Custody

- ☐ Prior Secure Care Facility Conduct  
☐ Isolated Prior Secure Care Facility Misconduct  
☐ Offense is less serious than scored

Is Over-Ride of Scored Custody Level Recommended?

نعم Yes

لا No

If yes, give rationale (required): \_\_\_\_\_

**Population Assignment and Recommended Custody Level****Population Assignment**

(Select code from the list below)

Code

General Population GP  
 Protective Custody PC  
 Medical MD  
 Mental Health MH  
 Disciplinary Housing DH  
 Short Term Program STP

**Custody Level**

(Select code from the list below)

Code

Minimum MIN  
 Medium MED  
 Maximum MAX

Case Manager/Counselor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Program Manager's Signature (required w/ over-ride recommendation) \_\_\_\_\_

Date \_\_\_\_\_

**IV. DEPUTY DIRECTOR'S (or Designee's) APPROVAL OF OVER-RIDE**

Approve Recommended Population Assignment and Custody Level?

نعم Yes

لا No

If no, give rationale (required): \_\_\_\_\_

**Final Population Assignment and Custody Level****Population Assignment**

(Select code from the list below)

Code

General Population GP  
 Protective Custody PC  
 Medical MD  
 Mental Health MH  
 Disciplinary Housing DH  
 Short Term Program STP

**Custody Level**

(Select code from the list below)

Code

Housing Unit

Minimum MIN  
 Medium MED  
 Maximum MAX

Deputy Director's (or Designee) Signature \_\_\_\_\_

Date \_\_\_\_\_

## INITIAL CUSTODY CLASSIFICATION FORM INSTRUCTIONS

The Initial Custody Classification form is used to determine the recommended custody level for each admission.

### I. IDENTIFICATION

Enter youth's name (last, first, M.I.) and date of birth (D.O.B.). Enter youth's Client ID number, date of direct admission and the date the initial classification form is completed. Enter the secure release date provided on the time computation form. Enter the name of the facility case manager assigned to the youth's case as the primary case manager and the name of the Probation Officer assigned to the youth's case as the secondary case manager.

### II. CUSTODY EVALUATION

#### 1. Severity of Current Adjudicated Offense

Enter the appropriate number of points in the right hand column to reflect the severity of the current offense. Refer to the Severity of Offense Scale for offenses contained in each category. If there are multiple convictions, score the most severe of the offenses for which the youth was committed. Attempts or accessory to an offense receive the same severity rating as the offense itself. Any offense committed while in custody is considered one of the current offenses. While it does not change the historical designation of the offense, it can change the severity of the offense (e.g., escape while serving a sentence for shoplifting).

A revocation (probation/parole) is not an offense. If the revocation is due to the commission of a new crime, the original offense is to be considered a prior offense and the new offense as current offense.

#### 2. Severity of Prior Adjudicated Offense

Enter the appropriate number of points in the right hand column to reflect the most serious offense committed by the youth (refer to Severity of Offense Scale). Do not include the present offense (i.e., the offense that resulted in this commitment). Treat attempts, accessory, and revocations of probation/parole as specified in Item 1 above. Any offense for which the youth has been legally charged, petitioned and awaiting adjudication should be included.

#### 3. Prior Assaultive Behavior

Enter the appropriate number of points in the right hand column to reflect the youth's prior history of assaultive behavior. Assaultive behavior is defined as any incident in which body contact occurred, regardless if it results in an injury.

#### 4. Escapes and Runaways

Enter the appropriate number of points in the right hand column to reflect the youth's escape/runaway history. "History" is defined as any time prior to this commitment. Escapes from secure care facilities are scored if the youth was found guilty of the escape or attempt by the Disciplinary Committee, regardless of court prosecution and/or adjudication status of the case. Runaways from any non-secure program or the youth's home should also be included.

*Add Items 1-4, if score is 12 or higher, assign to Maximum Custody.*

5. Number of Prior Adjudicated Offenses

Enter the appropriate number of points in the right hand column to reflect the number of prior offenses. Do not include the offense that resulted in this commitment.

6. Prior Custody Level at Secure Care Facilities (at most recent exit)

Enter the appropriate number of points in the right hand column to reflect the custody level at time of release if youth had a prior commitment at any Secure Care facility.

7. Current Age

Enter the appropriate number of points in the right hand column to reflect the age of the youth at the time of commitment.

8. Mental Health Status

Enter the appropriate number of points in the right hand column to reflect any history of or current mental health designation of the youth.

***Total – Enter the total number of points in the right hand columns to reflect the custody level score.***

III. CUSTODY SCALE AND RECOMMENDATIONS

Enter appropriate custody level to reflect score from Items 1-8. If an over-ride is used, check appropriate factors and provide rationale for the over-ride.

Enter the youth's population assignment and custody level. The Case Manager/Counselor's signature is required with the date of signature.

If over-ride is recommended, the Program Manager's signature will be required prior to forwarding the recommendation to the Deputy Director (or Designee) for approval.

Any internal supervisory reviews may be utilized at the facility level, as deemed appropriate.

IV. DEPUTY DIRECTOR'S (or Designee's) APPROVAL OF OVER-RIDE

The Deputy Director (or Designee) should check whether he/she approves or disapproves of the recommended over-ride. If no is checked, a rationale for the disapproval is required.

Enter the final population assignment and custody level. The Deputy Director's (or Designee's) signature is required along with the date of signature.